# Resources to help with your To-Do List



#### Overview

Naviance Student offers Resume Builder to provide a framework for your resume development. Resume Builder can be used to decide and work on different resume sections, and then the build tool can be used to export the resume as a PDF or Word file. The Word file is a fully-editable version of the resume.

### Accessing Resume Builder

 From the Naviance Student Home page, navigate to About Me > My Stuff > Resume.

OR

 From the Naviance Student Home page, navigate to About Me > Home and then click Resume from the student banner.



#### **Resume Sections**

#### What's Included?

Resume Sections is where you begin building the various sections of the resume. The **Add Section** button (+ sign) is used to add desired sections.

Although there are many resume sections available, the most common are:

- Objective
- Summary
- Work Experience
- Education
- Extracurricular Activities
- Awards
- References

#### Adding Sections

The steps to create a section are:

- From Resume > Add/Update Sections, click Add Section (+ sign).
- 2. Click the section to include on the resume.

# Resume Builder



- The section heading will provide a tip to assist you with understanding the purpose of that section. If the tip is long, use More tips to expand the tip.
- Each section provides related fields of data to complete. Enter in the information as needed.
- Use ADD to complete and add the section to the resume.
- Once an item is added, a new option displays to Add new information for that same section.

EXAMPLE: if you have had multiple jobs, you would use Add New Work Experience after entering your first job in the Work Experience Section to input your second job.

Use the Edit and Remove options in each section as needed.



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### Build the Resume

All the hard work has been completed – the sections are done! Now, it's time to build your resume.

#### Getting Started

- 1. From the Resume page, dick the Print/Export Resume tab.
- Click the Add button (+). The Add/Edit Saved Resume Step 1 displays – Set up Resume.

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 Enter a name for the resume in the Name your resume field.

NOTE: The selected name will not display anywhere on your resume. It is for reference purposes only.

- 4. Select a template from Choose a print friendly template.
- 5. Click **Continue**. Step 2, Choose Sections, displays.
- From this step, use the checkboxes to turn on or off sections for this resume.



NO TE: Each section has a checkmark for deciding whether it should be included. You may also notice there are checkboxes next to each individual entry under a section, providing full control over what information you share.

7. Click Save Resume.

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## Overvíew

The SuperMatch college search tool within Naviance makes it even easier for students to explore their options and discover colleges that are a match with their academic profile and a fit with what they're looking for in a college experience.

# Using SuperMatch

SuperMatch can be found by navigating to **Colleges > Find Your Fit.** 

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Welcome, Demo	<ul> <li>College Home</li> <li>Find Your fit</li> <li>SuperMatch College Search</li> <li>College Events</li> <li>Advanced College Search</li> <li>College Lookup</li> </ul>	Research Colleges Colleges I'm Thinking About College Visits College Compare College Resources Acceptance History	Apply to College Colleges I'm Applying to Manage Transcripts Letters of Recommendation Test Scores	Scholarships & Money Scholarships I'm Applying To Scholarship List National Scholarship Search	ARCH
Welcom Welcome be	ack to a new, albeit offrerent, school y	Enrichment Programs College Maps	COLLEGES		

### Selecting Fit Criteria

1. Use the **Choose Fit Criteria** navigation menu at the top to select criteria based on what you are looking for in your college experience. You do not need to select something under every category; only select the criteria which are most important

to you.

SuperMatch College Search About SuperMatch 0					
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2. As fit criteria are selected, they populate in the **Must Have box.** You can also move criteria between the **Must Have** and **Nice to Have** boxes depending on level of importance to you. Moving your criteria between these two categories of importance will refine the college search results below.

SuperMatch College Search		About SuperMatch 🛛
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6 selected criteria To refine your results, use the arrows to move your criteria into the "Must Have" and "Nice to Have" boxes.	Must Have       × Location [7]       × <t< th=""><th>Nice to Have       ▼ Hispanic Serving Institutions       ♥       ▼ Gender Concentration [1]</th></t<>	Nice to Have       ▼ Hispanic Serving Institutions       ♥       ▼ Gender Concentration [1]

### Search Results

Institutions with the highest **Fit Score** will always appear at the top of your list. To see your **Fit Score Breakdown** based on the criteria you selected, click on the green **Why?** box located under the **Fit Score** percentage.

GPA, SAT, and/or ACT scores will be pre-populated as part of the Admissions fit criteria, if available within Naviance. If not available, you can enter your information to see how you compare to institutional averages in the **Academic Match** column. Note: GPA's are converted to a 4.0 scale.

By clicking on the green arrow next to the results table headings, you can also pick which content appears in the results table.

Your Results Your results include 4 institution	<b>is</b> with a fit score of 90%	o or above.			
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University of Virginia Chardottesville, VA, Small City 4 year, Public PIN TO COMPARE Q Search	92%	Average         You           CPA         N/A         3.8           SAT         675         1360           ACT         3.1         27	Selectivity Admits 30% Accepts Common App Accepts Coalition App	Institution Characteristics 51 Student Life 540,842 Out of State coom & Board \$10,400 PINNED THINKING ABOUT	Customize what you see here—Choose a category above • APPLYING TO • MORE 1

## **Comparing Pinned Schools**

While viewing your results, you can **Pin to Compare** to see a comparison of those colleges which interest you. As you select each college to compare, the pinned colleges will appear at the top of the results table with a purple bar next to it.

To see an in-depth side-by-side comparison, click on the **Pinned** menu in the bottom right corner and select **Compare Pinned Colleges**. Once on the compare pinned page, you can export your results by clicking on the green **Export** button located near the top right corner.

#### More

By clicking on the **More** menu in the bottom right corner, you will see two options. **Upcoming Visits** will take you to a page showing all college visits scheduled at your high school, while **Events** will take you to a page listing events that colleges have scheduled on their campus.

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# Colleges Interested in You

To learn more about colleges that are looking for students like you, click **Interested in You** on the bottom navigation menu.

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Search by College Name	1 PINNED 🔻 🔂	INTERESTED IN YOU (8)	THINKING ABOUT (8)	APPLYING TO 🚺	MORE :